

Leave Letter for Relative Marriage (Office) - Email Format

Subject: Request for Leave to Attend Relative's Marriage

Dear [Manager's Name],

I am writing to request a leave of absence from work from [starting date] to [ending date] to attend my [relation's name] wedding. The wedding is taking place in [location], and I will be traveling there with my family to participate in the pre-wedding and post-wedding ceremonies.

I have made arrangements to complete all pending work before I leave, and I have delegated my responsibilities to [colleague's name] during my absence. I will be available on email and phone to handle any emergency work that may arise during this time.

I understand the importance of my responsibilities at work and will ensure that my absence does not disrupt the workflow of the team. I will make up for any missed work or meetings as soon as I return to work.

Thank you for your understanding and support in this matter. I assure you that I will be back at work on [return date] to resume my duties.

Sincerely,
[Your Name]